

## PENEMUAN KEMBALI ARSIP DITINJAU DARI ASPEK SISTEM SARANA DAN PRASARANA SERTA PEMBERKASAN AKTIF

Muhammad Rafli Anas Syukron<sup>1</sup>, Retno Wulandari<sup>2\*)</sup>, Wiwiet Mardiyati<sup>3</sup>

<sup>1,2,3</sup>Program pendidikan Vokasi Universitas Indonesia

Email: [retno.anri@gmail.com](mailto:retno.anri@gmail.com)<sup>2</sup>

<sup>\*)</sup>Corresponding Author : [retno.anri@gmail.com](mailto:retno.anri@gmail.com)

### ABSTRACT

The importance of records cannot be overstated for a company or government body, as they can be compared to a critical organ or as the "heart" of the organization or institution, making decisions and as proof that perhaps a rule and regulation or program has been executed. Each agency's active records are, of course, created on a daily basis, when there's no records management, the amount of records will increase and turn into a jumble of paper. The National Archives of Indonesia or ANRI places a high value on record management. In order to establish well-managed and ordered documents that make retrieval and decision-making easier, these are some of the procedures in records management is active records filing base sophisticated system, modern tools and filling hybrid.

**Keywords:** *active filling, records management, active records filing, hybrid system*

### ABSTRAK

Pentingnya arsip tidak dipisahkan dari perusahaan, organisasi atau institusi pemerintah, posisi arsip seolah-olah dapat dibandingkan dengan organ penting atau sebagai "jantung" dari organisasi atau institusi, diantaranya sebagai fakta membuat keputusan dan sebagai bukti bahwa mungkin aturan serta regulasi atau program telah dieksekusi. Catatan aktif setiap instansi tentu saja dibuat setiap hari, jika tidak ada pengelolaan arsip, jumlah arsip akan bertambah dan berubah menjadi tumpukan kertas. Arsip Nasional Indonesia atau ANRI sangat menjunjung tinggi pengelolaan arsip, mencoba membuat terobosan dengan menyusun dokumen yang tertata dengan baik dan teratur sehingga memudahkan dalam perencanaan dan pengambilan keputusan, beberapa prosedur dalam manajemen arsip diantaranya sistem basis arsip aktif yang canggih, peralatan modern dan hybrid filling.

**Kata kunci :** pengisian aktif, manajemen arsip, pengarsipan arsip aktif, sistem hybrid

### INTRODUCTION

In the current era of the Industrial Revolution 4.0, of course, information processing is very advanced and sophisticated, especially since many agencies are aware of the importance of managing and storing information properly and correctly. Archives are very important position for an organization or agency because the archive can be likened to a vital organ or can be called the heart for an organization / agency. The increasing activity and dynamics of an organization will bring an increasing need for information to support the decision-making process for achieving goals. According to Law Number 43 of 2009 article 1 paragraph 2 concerning Archives, it reads, "Archives are recordings of an activity or event in various forms and media in accordance with the development of information and communication

technology made and accepted by state institutions, local governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social, national and state life."

Archives play an important role in the smoothness and success of an organization's activities or government or private agencies. An organization or agency cannot be separated from the existence of archives. Archives will continue to be created as long as the wheels of an organization continue to run. The larger the organization, the more complex the archives created and archive management will be. The volume of archives will continue to grow and will become a messy pile of paper if there is no arrangement or filing of archives. As we know, the important role of archives in retrieval

archive is a source of information from relevant organizations by conveying the information contained in the archive appropriately and according to needs without the need for confusion in managing the information. Therefore, fast and precise archive management is needed, both conventionally and electronically. Irregular archives will be difficult to find and require a long time to return the archive, this will cause disruption of office operational activities. (Rahmadeni & Syahyuman, 2012).

Files that are not properly organized will hinder activities within an organization because of a pile of messy archives. Sometimes an organization or agency has not fully understood the importance of the benefits of records in organizational performance. The level of organizational or agency concern for archives is still relatively low, even the level of understanding of an organization on archive management has not received more attention. Therefore, the actions needed in archive management so that archives are not scattered and archive management activities need to be carried out in order to reduce piles of archives that are not needed to run effectively and efficiently (Wu et.al, 2021).

In addition to making organizational performance effective and efficient, archive management can also make it easier to find back. If the rediscovery runs quickly and accurately, then decision-making or policy can run effectively. Therefore, an organization must take archive management seriously, this can be seen from an effective archive management system, the implementation of a system that has been agreed upon or has been established in accordance with an organization's circumstances.

Archives have their own life cycle consisting of five, namely creation, distribution, use, storage, and depreciation. In these five stages there is an archive storage process. Archive storage is one of the functions of records management in terms of ensuring the recovery of records and their use when they are needed again. Archive storage is a series of archive management to be safe, guarded, and well-maintained. All organizations and agencies have their own archives, whether they create them or receive them. Thus, the volume of archives both created and received will continue to grow as the organization or agency goes on. Therefore, archive storage is very necessary to manage archives that are always increasing every day. These active archives are no less important than static archives, because if the archives regarding services are lost or even not managed properly, then the rediscovery and also the organization wheel will be lost hampered. Therefore, it is necessary to file active archives produced by the Directorate of Services and Utilization so that archives can be well organized and can easily rediscover archives.

## **LITERATURE REVIEW**

### **1. Understanding Archives**

According to Law number 43 of 2009 concerning Archives, "Archives are recordings of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state institutions, local governments, educational institutions, companies, political organizations, organizations society, and individuals in the implementation of social, national and state life". According to the Big Indonesian Dictionary (KBBI), "Archives are written documents (letters, deeds, etc.), oral (speech, lectures, etc.), or pictorial (photos, films, etc.), from the past, stored in written media (paper), electronic (cassette tapes, video tapes, computer diskettes, and so on), usually issued by official agencies, stored and maintained in a special place for reference. According to the Office Administration Dictionary, an archive is a collection of documents that are stored regularly because they have a function to facilitate retrieval. Meanwhile, according to Sularso Mulyono (2011) revealed that archives are the placement of papers in good storage according to predetermined rules in such a way that any paper if needed can be found easily and quickly.

### **2. Dynamic Archive**

According to Law Number 43 of 2009 Article 1 concerning Archives, "Dynamic archives are archives that are used directly in the activities of archive creators and stored for a certain period of time". According to Basuki (2003), "Dynamic Archives (records) means recorded information, including data in computer systems, which are created or received by corporate bodies or individuals in transactional activities or taking actions as evidence of these activities". The dynamic archive that is stored supports the activity so it is stored as evidence of the activity. It can be concluded that Dynamic Archives are archives that are used directly in the activities of archive creators such as planning, implementation, and stored for a certain period of time.

### **3. Definition of Active Archive**

According to Law Number 43 of 2009 Article 1 concerning Archives, it states that "Active archives are archives whose use is high and/or continuous. The high frequency of use of active archives causes active archives to be an important part or element in supporting the smooth running of work and supporting the decision-making process. Therefore, the important thing that must be considered in active archive management is the speed and accuracy of

archive retrieval when needed. According to Betty R. Ricks (1992) states that active records in an organization account for about 25% of archive creation, 10% are permanent categories, meaning that they cannot be destroyed, 30% are in the category of inactive records that must be stored in the records center, and 35% must be destroyed.

#### 4. Archive Lifecycle

Archives have their own life cycle from the creation stage to the destruction stage. (Kennedy & Schauder, 1994) states that "the archive life cycle consists of five phases, namely creation, distribution, use, management, and depreciation. Starting from creation and receipt of archives until the archive is at the shrinkage stage. Here is an image of the archive lifecycle:

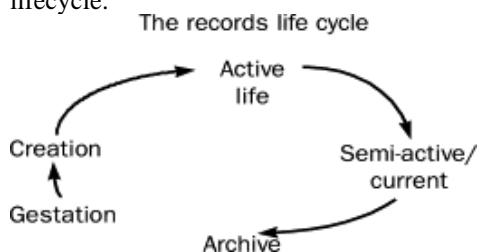


Figure 1. Archive Lifecycle

In Law 43 of 2009 concerning cycle archives Archive life is said to have three stages, namely:

1. Creation
2. Use and maintenance
3. Depreciation.

#### 5. Active Records Management

According to Government Regulation Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives Article 30, the management of dynamic archives must be carried out by archive creators which include:

- a) state institutions, regional governments, state universities, as well as BUMN and BUMD
- b) private companies and universities whose activities are financed by APBN, APBD, and/or foreign aid
- c) third parties who are given work based on work agreements with state institutions, regional governments, state universities, as well as BUMN or BUMD as employers.

Meanwhile, in accordance with article 31 that the management of dynamic archives includes the following activities:

- a) Archive creation
- b) Archive use
- c) Archive maintenance
- d) Archive shrinkage.

#### 6 Active Archive File

Active archive filing is part of the archive storage stage in the archive life cycle. Storage activities are divided into indexing, filling, and retrieval processes. In active archive filing, there needs to be a filling process in its arrangement.

According to the Regulation of the Head of the National Archives of the Republic of Indonesia Number 9 of 2018 Article 1 concerning Guidelines for Maintaining Dynamic Archives "Files are the placement of manuscripts into a set that is arranged systematically and logically according to the context of their activities so that they become one file because they have information relationships, similar types or similarities. problems of a work unit". Meanwhile, according to Sambas Ali Muhidin and Hendri Winata (2016), filing archives is the placement of archives originating from work units into a file with the context of their activities so that they become one file because they have related relationships, similar types, or similar problems.

#### METHODOLOGY

This research is a qualitative descriptive study. Descriptive research is research conducted to describe and describe the current state of the object of research as it is based on the facts. This research is an attempt to reveal the problem or situation or event as it is so that it only describes the facts. The results of the study are emphasized to provide an objective picture of the actual state of the subject under study. Researchers will always ask with question words "why", "what reason" and "how it happened" (Moleong, 2008:6). Qualitative research methods or commonly called naturalistic research methods are research methods used to examine natural objects. The researcher is the key instrument. Data collection techniques are carried out by interviewing, data analysis is inductive, and the results of qualitative research emphasize meaning rather than generalization (Sugiyono, 2015:24). Qualitative research is a type of research that produces findings that cannot be achieved using statistical procedures or other means of quantification. Qualitative research aims to gain a general understanding of social reality from 52 participant perspectives. This understanding is not determined in advance, but is obtained after analyzing the social realities that are the focus of research, and then a conclusion is drawn in the form of a general understanding of these realities. Even qualitative research allows for theory development (Sugiyono, 2015: 223) This research was carried out using the interactive model proposed by Saldana (Miles, Huberman & Saldana, 2014: 18-25). Activities in qualitative data analysis are carried out interactively and take place continuously until

complete, so that the data is saturated. Activities in the analysis consist of data condensation, data display, and conclusion drawing/verification.

## RESULT AND DISCUSSION

B Prior to the Covid-19 pandemic, the number of active archives produced by the Directorate of Services and Utilization reached  $\pm 50$  active archives. Examples of active archives produced by the Directorate of Services and Utilization of ANRI such as matters of Finance, Personnel, Archives Conservation. The Directorate of Services and Utilization of ANRI carries out its main function, namely Archives Conservation. Thus, active archives regarding Archive Conservation with a classification code (KN) have experienced a significant increase. Therefore it is necessary to file active archives so that they become a structured set of files.

In 2021, there are 22 unorganized archive boxes belonging to the Directorate of Services and Utilization contained in the central file located in the P ANRI building. The archives consist of several classifications which include:

1. Finance (KU)
2. Personnel (KP)
3. Public Relations (HM)
4. Law (HK)
5. Planning (PR)
6. Cooperation (KE)
7. Supervision (PW)
8. Organization and Management (OT)
9. Equipment (OT)
10. Archives Conservation (KN).

Among the archive classification codes mentioned above, active archives that have the intensity of adding a lot of volume are archives with the KN classification code (Archive Conservation). This is because the Directorate of Services and Utilization has a main function in the field of archival conservation. The KN (Archive Conservation) classification code is to accommodate all functions in the Deputy for Conservation, one of which is for the service and use of static archives. These archives are still classified as active archives because they were created in 2019 and 2020.

However, at first the archives related to the facilitative function of the Directorate of Services and Utilization were not well organized and were still classified as chaotic archives. Meanwhile, archives related to the substantive function of the Directorate of Services and Utilization, such as archives with the KN classification code (Archive Conservation) have been neatly organized but have not been filed.

So that the 2020 and 2019 archives have not been registered in detail and completely. Therefore, it is

necessary to rearrange and rearrange in accordance with existing rules and regulations so that it can facilitate the filing process by using file list tools and a list of contents of active archive files. If the filing process is in accordance with the regulations, the recovery of the archive can be carried out correctly and quickly.

The COVID-19 pandemic that hit Indonesia caused a reduction in the number of employees working in the office. This causes the filing process to be constrained and also causes archive buildup.

### 1 Active Archive Storage System

The principle of archive storage used by the Directorate of Services and Utilization of ANRI is the principle of decentralization. This is because in the Directorate of Service and Utilization of ANRI, the central files that are owned are in their respective processing units. Processing units manage their respective active archives. The decentralization principle used in the Directorate of Services and Utilization is quite effective due to the location of the central file with work units that are far apart and in different buildings.

The implementation of filing activities cannot be separated from archive storage activities. The implementation of active dynamic archive storage activities in the Directorate of Services and Utilization is using a problem system or also known as a subject system using the ANRI archive classification. For example, such as archive search requests archives, then in one folder there will be various archives related to archive search requests such as archive searches regarding Alg Secretarie, Residentie Palembang, Soekarno's Speech, Ministry of Information of the Republic of Indonesia.

There are also varying periods of time for archives on the same subject. This is in accordance with the Regulation of the Head of the National Archives of the Republic of Indonesia No. 39 of 2011 concerning Guidelines for the Implementation of Active Archive Management in Central Files in the National Archives of the Republic of Indonesia. In addition to managing conventional active archives, the Directorate of Services and Utilization also manages electronic active archives. Electronic archives are stored in the Dynamic Archives Information System (SIKD) database which uses a local network or LAN as a link. The types of electronic records that come in are usually in the form of electronic mail requests for archive searches from users, requests for borrowing archives online, and also electronic mail from internal sources.



## 2. Active Archive File System

The active archive file system used in the Directorate of Service and Utilization of ANRI is Alphanumeric. The letter code indicates the archive series (category or subject), the first numeric code indicates the file or files (subcategory or secondary), the second numeric code indicates the item (sub-sub category or tertiary). An example of an archive classification code is found in the sub-chapter on facilities and infrastructure for the implementation of active archive filing.

## 3. Facilities and Infrastructure for the Implementation of Active Archive Filing

During the implementation of active archive filing, of course, facilities and infrastructure are something that cannot be separated. Facilities and infrastructure to support active archive filing must conform to standards that are in accordance with applicable regulations. Facilities and infrastructure used in active archive filing within the Directorate of Services and Utilization of ANRI, including:

### a. Infrastructure

Infrastructure, namely supporting equipment in the implementation of active archive filing. The following are the infrastructure for active archive filing:

#### • Folders

On it there is a tab that is useful for placing the classification code or index. Folder is a folder made of manila cardboard and serves as a means of storing archives. The basic color of the archive folder is determined according to the needs of each agency. There are 2 types of folders used in the Directorate of Services and Utilization of ANRI, namely large folders and small folders. The large folder functions as a paper archive storage, while the small folder functions as a storage area for control cards or description cards. Folder length 35.5cm; folder width 24cm; tab height 2cm; and the length of the tab on the folder is 8cm.

#### • Filing Cabinet

Filing cabinet is a place to store archives that are arranged vertically using guide sheets and hanging maps. Active archives produced by the Directorate of Services and Utilization of ANRI that have been arranged are stored in a filing cabinet based on the subject system.

#### • Guide/block

Guide is a guide and separator between one group of problems with another group of problems, according to the grouping of problems in the classification of archives. The archival guide material used by the Directorate of Service and Utilization of ANRI is made of cardboard, thicker than the folder material so it is not easy to bend (fold). The guide used in the implementation of

active archive filing within the Directorate of Service and Utilization of ANRI consists of 3 kinds, namely, the primary guide functions for the main problem and is bone white, the secondary guide functions for sub-problems and is green, and the tertiary guide functions for sub-sub-problems. problem and color Red. The size of the guide is also divided into two, namely the large guide and a little guide,

## Facilities used in active archive filing which consist

### • Index

The index is an archive identifier that serves to distinguish between one archive file and another archive file and as a means of assisting to facilitate the recovery of archives in the future. The index can be in the form of letters, numbers or a problem index. In the Directorate of Services and Utilization, ANRI uses an index based on problems in the implementation of the active archive filing process.

### • Archive Classification Pattern

The archival classification pattern is one of the requirements for organizing files based on the problem (subject). This classification pattern is arranged based on the main tasks and functions of the organization. The main tasks and functions are divided into two parts, namely substantive and facilitative.

### • Archive Classification Code

The archive classification code is an identification of the business/problem of the archive. The archive classification code used in the Directorate of Services and Utilization of ANRI is based on the Decree of the Head of ANRI Number 33 of 2015 concerning Classification of Archives in the National Archives of the Republic of Indonesia

The type of classification code used is alphanumeric, which is a combination of letters and numbers. In schema classification is also divided into two types, namely substantive related to the main tasks and functions of ANRI and its facilitative related to supporting the main tasks and functions of ANRI

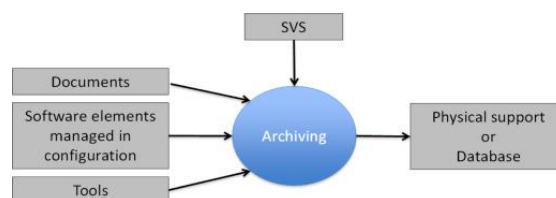


Figure 2. Jean-Louis Boulanger, in *Certifiable Software Applications 2*, 2017

#### 4. Archive Rediscovery Process

In the process of recovering the archive, you can use tools in the form of a guide, a list of files, and a table of contents for active archive files. In the use of archive guides within the Directorate of Service and Utilization of ANRI, there are three guides that are used with different colors, this is intended so that the officers are not saturated. In addition, the use of different color guides also makes it easier for officers to rediscover. For example, if you are looking for a static archive search file, you can do the following:

- a) Look at the primary guide which has a bone white label and reads "KN Archives Conservation"
- b) See the secondary guide which has a green label and reads "KN.04 Archive Service"
- c) See the tertiary guide which has a red label and reads "KN.04.00 Static Archive Service"

The active archive retrieval process uses the active archive file list and the active archive file table of contents as guidelines in archive discovery. If the archive wants to be borrowed, the archive must be recorded in the active archive lending book. Meanwhile, to find out the retention period of an archive, it is still done manually by looking at the Archive Retention Schedule. If the archive has entered the retention period, it will become an inactive archive and will be moved to the record center.

#### CONCLUSION

Active archive filing activities are part of a series of archive storage (Muhidin & Winata, 2016). The active archive filing process carried out at the Directorate of Service and Utilization of ANRI begins with inspection, indexing, giving classification codes, giving cross-pointing, labeling, storing files, to compiling a list of active archives. In general, the active archive filing process is in accordance with the guidelines. However, there are several obstacles encountered in the active archive filing process in the Directorate of Services and Utilization, such as archive inspection activities that are not carried out immediately which result in archives piling up, providing cross-pointing that has not been implemented, labeling that still uses pencils, as well as file storage space and filling cabinets, which is lacking so that archive files cannot be stored and stored above the filling cabinet.

Facilities and infrastructure used to support active archive filing activities such as folders, filing cabinets, guides, hanging folders, labels, archive borrowing books, indexes, archival classification patterns, classification codes and cross-pointing. The following are conclusions that can be conveyed by the author as follows:

- a) Checking archives that are not carried out regularly and periodically which causes archives to accumulate and take a long time in the filing process
- b) Labels that are still written in pencil and not fully printed. This is because label paper is not available routinely
- c) The use of Filling Cabinets is not optimal in archive storage so that there are several archive files stacked on top of the filling cabinet, as well as a less spacious central file room so that it can only be occupied with three filling cabinets.
- d) The use of cross-examination has not been implemented in the process of filing archives within the Directorate of Service and Utilization of ANRI

#### RECOMMENDATION

The implementation of active archive filing within the Directorate of Services and Utilization is considered to be quite appropriate and has followed the rules and standards of the law regarding applicable archives. The active archive file is carried out accordingly, such as archive inspection, indexing, classification code giving, cross-pointing, labeling, file storage, compilation of active archive lists. The facilities and infrastructure in the Directorate of Services and Utilization are considered sufficient to support active archive filing activities. The author will describe the suitability between theories or concepts regarding active archive filing with direct implementation in the field at the Directorate of Services and Utilization of ANRI.

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